

Clubs and Organizations Commission
Department of Clubs and Organizations
Minutes for Tuesday, January 30th, 2018 at 7:30 PM
Joe Crowley Student Union, Rita Laden Senate Chambers, 3rd Floor

1. CALL MEETING TO ORDER

Director Desamero called the meeting of the Clubs and Organizations Department to order at 7:30 PM in the Rita Laden Senate Chamber on the 3rd Floor of the Joe Crowley Student Union

2. ROLL CALL

Director Desamero, Assistant Director Bitar, Commissioners Adams, Hickman, Gomez, MacNeil, and Raquel were present.

A quorum was met.

3. PUBLIC COMMENT

There was no public comment at the time.

4. POLICIES, PROCEDURES, AND ADMINISTRATIVE ACTIONS

- a. The Commission may discuss and/or act upon items regarding Department policies and procedures, Club Support Funding requests, conduct proceedings requests, and other matters related to the functions of the Department.
 - i. **Action:** The Commission will hear the following Early Spring I Club Support Funding requests

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	7:30 PM	Nevada Women's Lacrosse	Early: On-Campus	\$1,522.19		
	7:30 PM	Nevada Women's Lacrosse	Early: On-Campus	\$1,522.19		
	7:30 PM	Nevada Women's Lacrosse	Early: On-Campus	\$1,522.19		
	7:30 PM	Nevada Women's Lacrosse	Early: Travel	\$1,522.19		

POSTED ON OR BEFORE 9:00 A.M. ON THE THIRD WORKING DAY BEFORE THE MEETING.

Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, the Mathewson IGT Knowledge Center and online at www.nevadaasun.com. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made. If you would like a copy of any of the agenda items listed, please contact Jared Desamero, Director of Clubs and Organizations, at directorco@asun.unr.edu or Luke Bittar, Assistant Director of Clubs and Orgs, at fundingmanager@asun.unr.edu.

ii. Action: The Commission will hear the following Operations funding requests

Funding Block	Time	Club Name	Tier Requested	Amount Requested	Tier Approved	Amount Approved
A	7:30 PM	Photography Club	Operations	\$95.24		
	7:30 PM	Photography Club	Operations	\$102.06		
	7:30 PM	Theta Chi Fraternity	Operations	\$1000.00		
	7:30 PM	Concrete Canoe	Operations	\$485.00		
B	8:00 PM	Wolf Pack Swing Dance Club	Operations	\$100.00		
	8:00 PM	Kappa Delta Chi	Operations	\$312.17		
	8:00 PM	Nu Alpha Kappa Fraternity	Operations	\$1000.00		
	8:00 PM	Nevada Debate Union	Operations	\$450.00		
	8:00 PM	Orvis Student Nurses' Association	Operations	\$590.00		
	8:00 PM	Photography Club	Operations	\$49.95		
	8:00 PM	Magic TGC	Operations	\$128.00		
C	8:30 PM	Phi Mu Alpha	Operations	\$75.00		

Director Desamero asked to hear the early on-campus travel application for the Nevada Women's Lacrosse Club.

The president and treasurer were present and spoke on behalf of their organization. Neither members were ASUN officials.

Commissioner Hickman stated that she reviewed the applications. She told the representatives to use the new spreadsheet in the future. She also shared that she wanted to change the application's security fee to match the supporting documents.

The representatives shared that they had new supporting documents for the updated security fee.

Commissioner Hickman reviewed the document and said that since the supporting documents match the new amount, no changes would need to be made to the security fees.

Commissioner Hickman stated that she needed to make some line item changes to match the Clubs and Orgs funding caps.

Commissioner Hickman moved to change non-food line item 3 to a unit price of \$84.00 and non-food line item 4 to an item name of Security with a quantity of 1 at a unit price of \$72.00 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the on campus application in the amount of \$341.01

Commissioner Raquel seconded the motion and all of the commissioner voted for the motion. It passed.

Commissioner Adams asked if the commission is supposed to approve security for games.

Director Desamero stated that the commission has approved security multiple times in the past semester.

Commissioner Hickman shared that since the next two applications were the exact same as the previous one, she would make the same changes.

Commissioner Hickman moved to change non-food line item 3 to a unit price of \$84.00 and non-food line item 4 to an item name of Security with a quantity of 1 at a unit price of \$72.00 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the second on campus application in the amount of \$341.01

Commissioner Raquel seconded the motion and all of the commissioner voted for the motion. It passed.

Commissioner Hickman moved to change non-food line item 3 to a unit price of \$84.00 and non-food line item 4 to an item name of Security with a quantity of 1 at a unit price of \$72.00 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the third on campus application in the amount of \$341.01

Commissioner Gomez seconded the motion and all of the commissioner voted for the motion. It passed.

Commissioner Hickman reviewed the clubs 4th application and asked if she needed to break down vehicles for each way on a trip.

Director Desamero said yes.

Commissioner Hickman moved to change non food items 1-5 to a quantity of 215 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to add non-food items 6-10 with an item name of Gas for Vehicles to Reno with a quantity of 215 at a unit price of .2675 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to change non food items 1-10 to a unit price of .2675 by unanimous consent.

There was no dissent to the motion and it passed.

Director Desamero told the representatives to use this amount for gas for future applications.

Commissioner Gomez moved to change non-food items 1-5 to say To Sinoma by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to approve the travel application in the amount of \$345.08

Commissioner MacNeil seconded the motion and all of the commission voted for the motion. It passed.

Assistant Director Bitar reminded the representatives that their club had an outstanding balance with Central Station.

Commissioner Adams asked why these applications were heard early.

Assistant Director Bitar shared that the club could not make the upcoming funding hearing.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Director Desamero asked to hear the operations applications for the Photography Club.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Commissioner Gomez left the room at 7:44PM

The representatives shared that their first funding application would be for food at a guest speaker event.

Commissioner Hickman reviewed the application and stated that there was nothing wrong with it.

Commissioner Raquel reminded the representatives to use the new spreadsheet.
Assistant Director Bitar asked how many people who attend this event.

The president stated that about 20 to 30 people would show up.

Commissioner Raquel moved to approve the operations application in the amount of \$95.24

Commissioner Hickman seconded the motion and all of the commission voted for the motion. It passed.

Director Desamero asked to hear about their second operations application.

The president stated that this funding would be used to cover the cost of disposable cameras that the club used for a previous challenge.

Commissioner Raquel moved to approve the second operations application in the amount of \$102.06

Commissioner Hickman seconded the motion and all of the commission voted for the motion. It passed.

Director Desamero asked to hear about their third operations application.

The president stated that this funding would be used to cover the cost pizza for their upcoming recruitment event.

Commissioner Hickman moved to change food item line 1 to a unit price of \$9.95 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the third operations application in the amount of \$49.75

Commissioner MacNeil seconded the motion and all of the commission voted for the motion. It passed.

Director Desmaero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

The president asked if there application for shirts was on this agenda.

Assistant Director Bitar stated that their application for shirts would be heard at the upcoming funding hearing.

Commissioner Gomez walked back into the room at 7:51 PM

Director Desamero asked to hear the operations application for the Wolf Dance Spring Club

The president and a proxy spoke on behalf of their organization. The president sent a proxy email during the meeting. Neither representatives were ASUN officials.

Director Desamero asked what the funding would be used for.

The president stated that the money would go towards purchasing speakers from Costco.

Director Desamero stated that since the items came from Costco, the club would be responsible for covering tax.

The president stated that this was not a problem.

Commissioner Adams also stated that the club would also have to fill out a reimbursement form through Central Station.

Commissioner Adams stated that he did not receive the proxy email.

Director Desamero stated that they would hear the next application while the president sent the proxy email.

Director Desamero asked to hear the operations application for the Kappa Delta Chi organization.

The president and a proxy were present and a proxy email was sent to Assistant Director Bitar. Neither representatives were ASUN officials.

Commissioner Gomez reviewed the application and asked the representatives to list out the line items in the same order as they appear on the supporting documents in the future.

Commissioner Gomez asked if they already purchased the items on the application.

The representatives said no.

Commissioner Gomez asked the representatives why they listed the application as an emergency.

The representatives stated that this was a mistake.

Commissioner Gomez moved to approve the operations application in the amount of \$312.77.
Commissioner Hickman seconded the motion and all of the commission voted for the motion. It passed.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Commissioner Adams shared that he received the proxy email for Wolf Pack Swing Dance Club.

Director Desamero stated that they would continue with their application.

Commissioner Hickman reviewed the application and stated that she needed to change the unit price of a few line items to match the supporting documents.

Commissioner Hickman moved to change non food item line 1 to a unit price of \$49.99 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the operations application in the amount of \$99.98

Commissioner Gomez seconded the motion and all of the commission voted for the motion. It passed.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Director Desamero asked to hear the operations application for the Nu Kappa Alpha Fraternity.

The president and treasure were present and spoke on behalf of their organization. Neither representatives were ASUN Officials.

Commissioner Gomez reviewed the application and stated that it was for their dues.

Commissioner Gomez moved to approve the operations application in the amount of \$1000

Commissioner Hickman seconded the motion and all of the commission voted for the motion. It passed.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Director Desamero asked to hear the operations application for the Nevada Debate Union.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Commissioner Gomez reviewed the application and asked if the representatives brought any of the supporting documents that he had asked for.

The representative stated that they had not yet received a proof from the Wolf Shop for the shirts they ordered so they did not have supporting documents.

Commissioner Gomez moved to change non-food item line one to a unit price of \$15, change non-food item line 2 to a unit price of \$10, and change non food item line 3 to a unit price of \$15 by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to add a stipulation that the Nevada Debate Union must send in proof that they went through the Wolf Shop for their quotes on all of their items by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez also shared that the proof would need the ASUN logo.

Commissioner Gomez moved to add that the Nevada Debate Union needs to show proof of the ASUN logo on their items by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Gomez moved to approve the operations application in the amount of \$420.

Commissioner MacNeil seconded the motion and all of the commission voted for the motion. It passed.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Director Desamero asked to hear the operations application for the Orvis Student Nurses Association.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Commissioner Hickman reviewed the application and stated that she did not need to change anything.

Commissioner Hickman moved to approve the operations application in the amount of \$590.

Commissioner Adams seconded the motion.

Commissioner Raquel shared that the Nevada logo on their proofs was not an approved color.

Coordinator Demato stated that the commission could add a stipulation to make sure that the club follows policy.

All of the commissioners voted against the motion and it failed.

Commissioner Hickman moved to add a stipulation that the Orvis Student Nurses Association gets the Nevada logo in an approved color by unanimous consent.

There was no dissent to the motion and it passed.

Commissioner Hickman moved to approve the operations application in the amount of \$590.

Commissioner Raquel seconded the motion.

All of the commissioners voted for the motion and it passed.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

Director Desamero asked to hear the operations application for the Magic TCG Club.

The president and treasurer were present and spoke on behalf of their organization. Neither representatives were ASUN officials.

Director Desamero asked what the funding would go towards.

The president shared that it would go towards purchasing booster card packs to help increase recruitment.

Commissioner Hickman reviewed the application and asked what the useful life of the items was.

The representatives shared that they had a one-time use.

Commissioner Hickman moved to approve the operations application in the amount of \$128.00

Commissioner Gomez seconded the motion.

Commissioner Adams asked for the dates of the clubs upcoming tournaments.

All of the commissioners voted for the motion and it passed.

Director Desamero thanked the representatives for coming and told them to speak with Coordinator Demato before leaving.

iii. Action: The Commission will discuss and make edits to governing documents for the Department of Clubs and Orgs.

- a. Club Support Funding Policy Manual
- b. Department Procedures Manual

5. PROJECTS AND DEPARTMENT INITIATIVES

- a. The Department of Clubs and Orgs may discuss short-term projects, year-long projects, or large-scale Department initiatives for the purpose of developing new/existing programs, building Department infrastructure, or engaging clubs and organizations on campus.

i. Proposition of New Projects or Department Initiatives

ii. Short-Term Projects:

- 1. Clubs and Orgs Bulletin Board: Keenan Raquel
- 2. Mini-Club Fairs in Residence Halls: Keenan Raquel
- 3. SAS Change Chapter 202, Sections 7-12: Katie Hickman
- 4. Spring 2018 Club Fair: Katie Hickman
- 5. New Club Workshop: Noah Adams
- 6. Hybrid Undergraduate/Graduate Clubs: Jared Desamero and Jarrett Damato

iii. Year-Long Projects:

- 1. Funding Tracker: Luke Bittar
- 2. Internship Program: Luke Bittar
- 3. Inactive Clubs: Patrick Gomez

4. Sports Council: Keenan Raquel
5. Universal Funding Manual: Keenan Raquel
6. Club Sports Manual Update: Keenan Raquel
7. Impact Report for Clubs and Orgs: Katie Hickman
8. Connect Service Clubs with Non-Profits: Brooke MacNeill
9. Cross-Department Collaboration with the Department of Diversity and Inclusion: Noah Adams
10. Club Resources Accountability and Policy Change: Jared Desamero
11. Puzzle Event: Brooke MacNeill
12. Budget Expansion Analysis: Luke Bittar and Jared Desamero
13. Service Club Council: Brooke MacNeill
14. Processes Audit: Patrick Gomez
- iv. Department Initiatives:
 1. clubLead
 2. Club Retention Program
 3. CSF Outreach to Clubs
6. **REPORT OF THE DIRECTOR OF CLUBS AND ORGANIZATIONS**
 - a. The Director of Clubs and Organizations, Jared Desamero, will give his report.
 - i. General updates from the Director regarding the Department.
 - ii. Communications from the President, the Senate, and other officers of ASUN.
7. **REPORT OF THE ASSISTANT DIRECTOR OF CLUBS AND ORGS**
 - a. The Assistant Director of Clubs and Organizations, Luke Bittar, will give his report.
 - i. General updates from the Assistant Director regarding the Club Support Funding account and the Clubs and Orgs Internship Program.
8. **REPORT OF THE COMMISSIONERS**
 - a. The Club Commissioners will each give their report.
 - i. Keenan Raquel, Sports and Recreation
 - ii. Katie Hickman, Greek Life / Social & Political Involvement
 - iii. Patrick Gomez, Pre-Professional and Academic: Arts, Business, & Education
 - iv. Pre-Professional and Academic: Science & Engineering
 - v. Brooke MacNeill, Faith Based / Service & Community Outreach
 - vi. Noah Adams, Campus Life / Multicultural & Diversity
9. **APPROVAL OF MINUTES**
 - a. December 6th, 2017
 - b. December 7th, 2017
10. **REMARKS**
 - a. Members of the Commission may give remarks to the Director and Assistant Director.
11. **STAFF REPORT(S)**
 - a. Members of the ASUN professional staff may provide comments, update the Commission, and discuss outreach to pending clubs and organizations.
12. **PUBLIC COMMENT**

There was no public comment at the time.

13. ADJOURNMENT

The meeting was adjourned at 9:07 PM.

Note: Unless otherwise marked by an asterisk, all agenda items are action items upon which the Commission may take action. Action items may be taken out of the order to be presented at the discretion of the Chair.